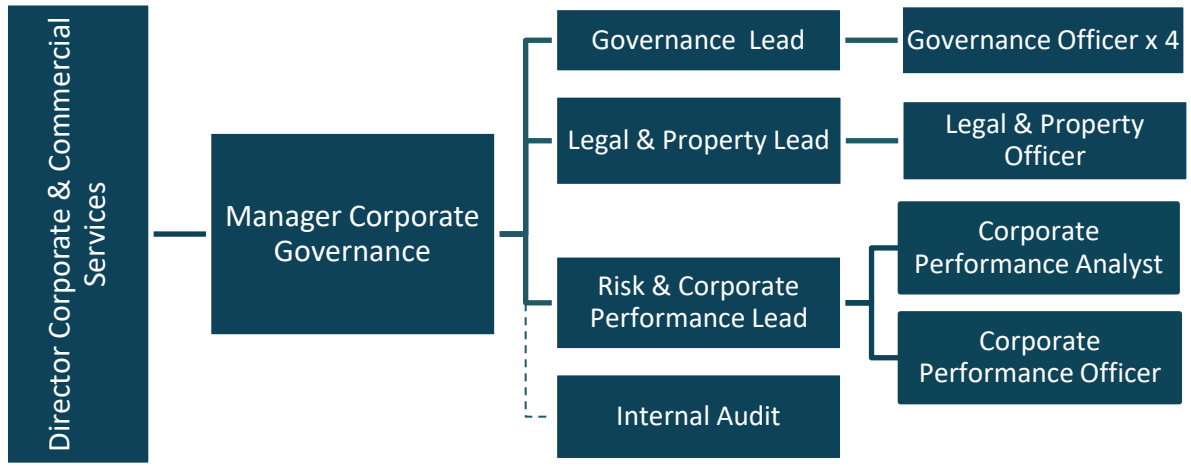
Position Title:	Governance Lead
Position Number:	TBA
Division:	Corporate and Commercial Services
Section:	Corporate Governance & Performance
Grade:	12
Delegations:	See Council's Delegations Register
Position FTE Hours:	35

Primary Purpose

Lead the organisation to have high quality and effective Governance practices in place and effectively manage Council's Governance, Compliance and Records Management functions to ensure Council meets its legislative responsibilities and efficient provision of services to the community.

Sectional Structure



POSITION DESCRIPTION

Selection Criteria

Qualifications/Licences

- Tertiary qualifications in Governance, Business, Records Management or related discipline or relevant industry experience
- Current Class C Drivers Licence
- Satisfactory criminal record check

Skills and Experience

- Demonstrated experience in the field of Governance and/or Business Management
- Sound knowledge of and ability to interpret and apply legislation, standards and practices in the areas of Governance and Compliance.
- Understanding of Governance and Compliance including Records Management and how it applies across a diverse organisation
- High level knowledge of the electronic document management systems or experience with a similar system
- Attendance at board meetings, preparation of Reports, Agendas and Meetings.
- Influencing and negotiation skills, with the ability to lead group discussions, present information to a variety of audiences and provide training to a range of staff
- Excellent communication both verbal and written
- Display high level ability to review and analyse moderately complex situations, procedures and systems, and to recommend changes where appropriate
- High level organisation and time management skills to organise own work, to establish priorities and meet deadlines
- Demonstrated experience in excellent relationship management skills including the capacity to interact with all levels of staff while maintaining effective customer service
- Demonstrated ability to model Council's key values Demonstrated ability to model Council's key values

Key Accountabilities/Duties

Governance

- Lead and maintain governance process and systems to ensure Council operates, acts within and complies with legislative responsibilities.
- Maintaining and administering the InfoCouncil system and providing support to personnel in its use including proofreading of Council reports.
- Working with staff to ensure reports are produced in accordance with relevant legislation, approved templates and timeframes adopted by Council and the Chief Executive Officer.
- Ensuring information and documents requiring exhibition are made publicly available for the required time period.
- Proactively identifying and implementing opportunities for improvement to governance processes and/or systems.
- Ensuring compliance with the Government Information (Public Access) Act 2009 (GIPA Act).
- Act as a Right to Information Officer as described in the GIPA Act and manage the processing of both Informal and Formal applications under the Act.
- Preparing annual GIPA report and GIPA Agency Information Guide
- Manage and coordinate Council's gifts & benefits, disclosures of interest, secondary employment, disclosures of interest and policy registers.
- Manager sub-delegations to staff while promoting good governance practices throughout Council.

- Update Council policies and procedures including Access to Information Policy and provide advice on the review and update of policies and procedures across Council.
- Manage Council's Community Committee Structure including training and support for clerks and administrative staff.
- Support to Manager Corporate Governance with Internal Audit, Complaints, and attending Council and related meetings, including secretariat support for Council and provision of information and guidance to the Executive.
- Manage and provide guidance and support for Governance staff.

Compliance Systems

- Lead Council's regulatory and compliance framework.
- Maintaining Council's Graffiti Register
- Effectively address areas of risk and liability in the conduct of Council's business.
- Work within the organisation to incorporate risk management into all Council systems and processes.
- Develop and provide training across Council to ensure compliance with required reporting.

Records Management

- Lead and manage Council's records management functions to ensure compliance and undertake training across the organisation.
- Maintaining the subject classification plan with the priority being relevance to users, security, confidentiality and destruction according to GA39.
- Ensuring that the business rules established for the organisation are reviewed on an annual basis and are updated to ensure maximum effectiveness.
- Manage records held at the Repository ensuring at all times efficient utilisation of space, and that all files are archived and shelved immediately
- Organise an annual records destruction in accordance with Council's Purchasing Policy
- Monitor compliance with TRIM Titling Guidelines

General

- Provide leadership and advice to the Manager Corporate Governance, Director Corporate and Commercial Services, ELT and Audit and Risk Improvement Committee as required.
- Undertake other duties and projects, relative to the skill requirements of the position, as advised by the Manager Corporate Governance.
- Comply with Council's Code of Conduct, relevant policies and procedures, values and behaviours, and work health and safety responsibilities, as amended from time to time.

Position Capabilities	
The Orange City Council Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in our council. The full information regarding these Capabilities is available **here.** The focus capabilities for this position are:	
Group	**Capability**
Personal Attributes	**Integrity - Expert "Innovates it"** *Be honest, ethical and professional, and prepared to speak up for what is right.* • Champions and acts as an advocate for the highest standards of ethical and professional behaviour • Sets a tone of integrity and professionalism in the organisation and in dealings external to the organisation • Defines, communicates and evaluates ethical practices, standards and systems and reinforces their use • Creates a climate in which staff feel empowered to challenge and report inappropriate behaviour • Acts promptly and visibly in response to complex ethical and people issues
Relationships	**Communicate and Engage - Leads "Masters it"** *Communicate clearly and respectfully, listen, and encourage input from others.* • Presents with credibility and engages varied audiences • Translates complex information concisely for diverse audiences • Creates opportunities for others to contribute to discussion and debate • Demonstrates active listening skills, using techniques that contribute to a deeper understanding • Is attuned to the needs of diverse audiences, adjusting style and approach flexibly • Prepares (or coordinates preparation of) high impact written documents and presentations
	Influence and Negotiate - Leads "Masters it" • Persuade and gain commitment from others, and resolve issues and conflicts. • Builds and maintains professional relationships inside and outside the organisation • Makes a strong personal impression and influences others with a fair and considered approach • Establishes a negotiation position based on a firm grasp of key issues, likely points of difference and areas for compromise • Identifies key stakeholders and tests their level of support in advance of negotiations • Uses humour appropriately to enhance professional relationships and interactions • Pre-empts and minimises conflict by working towards mutually beneficial outcomes

Results	**Problem Solving - Leads "Masters it"** *Think, analyse and consider the broader context to develop practical solutions.* • Is able to draw on wide-ranging interests and experiences when facing new challenges • Thinks broadly about the root of problems before focusing in on the problem definition and solutions • Is able to discuss issues from different angles and project impacts into the future • Considers the broader context when critically analysing information and weighing recommendations • Involves diverse perspectives in testing thinking and solutions
Technical	**Information and Technology - Leads "Masters it"** *Use information and technology to maximise efficiency and effectiveness* • Implements appropriate controls to ensure compliance with information and communications security and use policies • Implements and monitors appropriate records, information and knowledge management systems • Seeks advice from technical experts on leveraging technology to achieve organisational outcomes • Stays up to date with emerging technologies and considers how they might be applied in the organisation.
Workforce Leadership	**Inspire Direction and Purpose - Coaches "Shares it"** *Communicate organisational goals, priorities and vision and recognise achievements.* • Demonstrates passion, enthusiasm and personal dedication to the organisation's vision • Translates organisation and unit objectives into team goals and plans to help staff understand the links • Builds a shared sense of purpose through involving people in the process of cascading goals • Motivates staff by providing autonomy in how they do their work, saying thanks and celebrating successes • Takes opportunities to recognise and reward individual and team efforts and performance

Corporate Values

As a values-based organisation, Council demonstrates its values through workplace behaviours. These behaviours provide a framework for staff to model behaviour across the organisation. Underpinning the behaviours is the Code of Conduct. Council's corporate values are:

- **Respect** – is honest and respectful towards others and works as part of a team
- **Ownership** - takes responsibility for actions
- **High Performance** - pursues performance excellence and continually looks for improvement
- **Customer Focus** - demonstrates a customer focused approach towards internal and external customers
- **Safety** - works safely, in accordance with Council's Work Health and Safety policy and procedures
- **Diversity** – Champion a diverse and inclusive workplace
- **Leadership** – Council encourages all its employees to lead by example and role model our values. Leaders also need to ensure they provide constructive feedback and encourage high performance by coaching, developing, recognising and managing people effectively

Work Health and Safety Responsibilities
All employees are responsible for Work Health and Safety (WHS) for Orange City Council and their duties include: • Complying with Council's WHS policies and procedures • Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others • Reporting any potential hazards, incidents or injuries to their Supervisor and Human Resources within 48 hours • Participating in any applicable WHS consultation arrangements • Complying with any Return to Work Plan if injured and supporting rehabilitation • Correctly using all personal protective equipment • Complying with emergency and evacuation procedures and site rules if applicable • For supervisors you have additional WHS responsibilities as defined in the Orange City Council Work Health and Safety Management Policy (OP 84)

General
• The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required. • Local Government (State) Award conditions apply to all entitlements. • The Position Description links to the overall organisational Delivery/Operational Plan which ties into an employees' key performance indicators (KPIs) as part of their annual performance review. • Position descriptions may be amended from time to time in accordance with business needs and in consultation with the incumbent of the position.

I acknowledge that I have read and understood the duties, responsibilities and delegations of the position as outlined in the above Position Description

Name of Employee	
Signature of Employee	
Date	